

REPORTS INVENTORY				CONTROL NO. DD5/oc-004	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) <b>Report of significant events Yearly Accomplishments</b>				2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA				ADMIN. GENERAL OTHER (specify) <input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED <b>2</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Annually</b>		6. DISTRIBUTION (No. of components not number of copies) <b>1 - OC-P</b>	
7. FORMAT (memorandum, form computer print-out, etc) <b>memorandum</b>		8. ADP PROCESSING <input checked="" type="checkbox"/> YES    IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>OC-Director</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>OC-A/PB</b>		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>4 Quarterly Reports</b>			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT X TIMES PREPARED = COST PER YEAR
GS-5-15	average GS-10 5.23		<b>8</b>	<b>41.84</b>	<b>1</b> <b>41.84</b>
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
This report published for first time in September 1970.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS      DOLLARS STAT	
15. DATE OF INVENTORY <b>28 September 70</b>		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090018-9</b> <b>OC-A/PB</b>		17. EXTENSION	